



## INVENTORY CONTROL TECHNICIAN

FC: UA 120  
PG: OT

PC: 036  
BU: 02  
August 2003

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs technical duties, processes a variety of inventory transactions and documents; provides office assistance in support of a variety of inventory control activities; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class is a paraprofessional class within the inventory control series. While some of the work is clerical in nature, the incumbent performs some technical inventory control work and learns to perform analyses and studies at a professional level on a training basis. This class is distinguished from Inventory Control Analyst in that the latter has broad analytical responsibilities related to the overall management of the computer based inventory control system.

**EXAMPLE OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Reviews storeroom reorder transactions for accuracy, assists the analyst in researching the history of inventory transactions and recommends corrections to the data collected from the research.
2. Reviews, reconciles and processes stock item transactions for input into computer on-line terminal.
3. Sets up storeroom locations and change receiving storerooms.
4. Sets up and deletes stock numbers and verifies the accuracy of all requisitions and documentation.
5. Reviews and edits the set-up of existing and new items for clarity, accuracy and format.
6. Administers the issuance of property tags for capital fixed assets.

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7. Learns to perform professional inventory control work; organizes work, sets priorities and follows-up to ensure coordination and completion of assigned work.
8. Prepares and reviews periodic inventory control reports.
9. Distributes inventory reports.
10. Provides information to District staff and others that may require the use of judgment and the interpretation of policies, rules and procedures.
11. Organizes and maintains various files; types statistical information and written correspondence; proofreads and checks materials for accuracy, completeness and compliance with departmental policies and regulations; operates standard office equipment.
12. Performs special analytical projects and prepares reports.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic principles and practices of inventory control.

Standard office practices and procedures, including the operation of standard office equipment and computer terminal.

Basic business computer applications related to inventory reporting.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar and punctuation.

### **Skill in:**

Maintaining and verifying accurate records and preparing basic statistical reports.

Researching and summarizing various materials.

Organizing, prioritizing and coordinating work activities.

Reading and interpreting rules, policies and procedures.

Organizing, researching and maintaining office files.

Making arithmetic calculations with speed and accuracy.

Using initiative and sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Operating standard office equipment including a word processor.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a high school diploma, GED or recognized equivalent.

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### **Experience:**

Four (4) years of (full-time equivalent) verifiable general inventory control clerical or office assistant experience.

### **Other Requirements:**

Typing accurately at a rate of 25 net words per minute from printed copy.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment; exposure to computer screens.

### **Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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